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| Those Software Guys [Company slogan] | invoice |
| [Street Address]  [City, ST ZIP Code]  Phone [Phone] | Fax [Fax]  [Email] | [Website] | REQUEST # REQUEST NO.  DATE [Date] |
| TO [Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  Phone [Phone] | [Email] | FOR [Project or service description]  P.O. # [P.O. #] |

|  |  |
| --- | --- |
| Description | Amount |
| XXXXX | XX |
| XXXXX | XX |
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| Total | XXX |

Make all checks payable to Those Software Guys

Payment is due within 30 days.

If you have any questions concerning this invoice, contact [Name] | [Phone] | [Email]

#### Thank you for your business!